



Appendix B

Certification



Notes

PROFESSIONAL CERTIFICATE I (PCI)

In 2003, legislation created a two-tier plan of professional classification that replaced the previous four-level plan of certification (IPC – Initial Professional Certificate; PCI – Professional Class I; PCII – Professional Class II; and CPC – Continuous Professional Certificate). The two-tier plan follows:

The **INITIAL PROFESSIONAL CERTIFICATE (IPC)** is valid for four years and is assigned to new graduates of teacher education programs and individuals with less than four years of teaching experience who meet the minimum requirements and qualifications. To advance to the next level during the valid dates of the classification, a teacher must meet the following requirements:

- ⇒ Participation in a district-provided and approved mentoring program for two years;
- ⇒ Successful completion of 30 contact hours of professional development, which may include college credit;
- ⇒ Participation in a Beginning Teacher Assistance program;
- ⇒ Successfully participate in a performance-based teacher evaluation;
- ⇒ Complete four years of approved teaching experience; and
- ⇒ Have a local professional development plan.

The **CAREER CONTINUOUS PROFESSIONAL CERTIFICATE (CCPC)** is valid continuously for 99 years dependent upon an individual's meeting the following:

- ⇒ The requirements at the IPC level (four years of experience);
 - ⇒ Successful, yearly completion of 15 contact hours of professional development, which may include college credits; and
 - ⇒ Have a local professional development plan
- OR**
- ⇒ Two of the three following items:
 - Ten (10) years of teaching experience;
 - A master's degree; or
 - National Board Certification (National Board for Professional Teaching Standards)

If an individual fails, in any given year, to meet the professional development requirement, he/she may within two years, make up the missing hours. In order to make up for missing hours, the person must first complete the 15 hour requirement for the current year and then may count hours in excess of the current year requirement as make-up hours. If the person fails to make up the missing hours within two years, the certificate shall become inactive.

IF A CERTIFICATE BECOMES INACTIVE, it can be reactivated by completing 24 hours of professional development, which may include college coursework, **within the six months prior to or after returning to work.**

Example: *You stopped teaching for two years in order to pursue other interests and now want to return to teaching. You may take college credits to reactivate your certificate of license to teach and begin seeking a job. Or, you may wait until a school hires you and begin taking college credit or engaging in professional development activities approved by the employing school district. The local school district will monitor and verify that the professional development takes place during the six months prior or after returning to work. You also are required to meet the annual requirement of 15 contact hours of professional development for that school year. Thus, you must complete $24 + 15 = 39$ contact hours of professional development.*



The professional development may include hours spent in district-approved professional improvement activities or in class in an appropriate college curriculum (one college credit = 15 contact hours).

EDUCATORS MAY BE EXEMPT FROM REPORTING PROFESSIONAL DEVELOPMENT if they have a Career Continuous Professional Certificate and meet two of the following:

- ⇒ Ten years of teaching experience as defined by the state board of education;
- ⇒ Possess a master's degree; or
- ⇒ Obtain a rigorous national certification as approved by the state board of education

CLASSIFICATIONS

PROVISIONAL CLASSIFICATION refers to a two-year non-renewable certificate issued to teachers who do not meet all of the requirements for Professional Certificates. If additional coursework is needed to meet the minimum requirements, the deficiencies may not exceed 12 semester hours. Individuals enrolled in an alternative program for educators may qualify for a provisional classification.

ADMINISTRATIVE CLASSIFICATION refers to the certification of elementary school, middle school, and high school principals; superintendents; special education administrators and career education directors certificates. Recent rule changes have aligned the administrator certificates with the professional classifications. An initial administrator's certificate is valid for four (4) years, the transition is valid for six (6) years, and the career is valid for 99 years.

There are no provisional administrator's certificates. All administrators are required to hold a valid teaching certificate and to successfully complete the Administrator's Assessment prior to receiving an administrator's certificate.

STUDENT SERVICES CLASSIFICATION includes certification for all areas of pupil personnel services: elementary and secondary counselors, school psychological examiners, speech pathologists, and school psychologists. Guidance I classification is valid for five years and Guidance II classification is valid for 10 years. This classification is under revision.

SUBSTITUTE CLASSIFICATION is issued for a period of one year. A substitute certificate may be granted to an individual who has completed a minimum of 60 semester hours of credit from an accredited college/university. An applicant must complete a fingerprint check. The employing Missouri public school district applies for the certificate for a prospective substitute teacher. There are restrictions on the number of hours a retired teacher can teach as a substitute.

TEMPORARY AUTHORIZATION CLASSIFICATION is a one-year certificate that may be requested jointly by a school district and an individual who holds a baccalaureate degree with a minimum overall grade point average of 2.5 on a 4.0 scale. An individual may hold more than one temporary certificate, which is renewable yearly and enables a person to teach while earning the necessary requirements for a professional classification, including:

- ⇒ Successfully passing the Praxis tests;
- ⇒ Yearly completion of nine semester hours toward professional certification;
- ⇒ Participation in a mentoring program; and
- ⇒ Successful participation in a performance-based teacher evaluation.

The temporary authorization certificate does not include elementary (1-6); early childhood; early childhood special education (B-3); blind and partially sighted (K-12); and/or deaf and hearing impaired (K-12) areas. Applicants for the areas of driver



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education, English for speakers of other languages, gifted, and special reading must already hold a certificate of license to teach or must seek a certificate of license to teach in a stand-alone area.

ADULT EDUCATION & LITERACY CLASSIFICATION refers to certificates granted to individuals teaching persons 16 years of age or older to read and write English. The Initial Adult Education Certificate (IAEL) is valid for four (4) years and assigned to individuals who have met the general and professional requirements. To advance to the next level during the valid dates of the classification, a teacher must meet the following requirements:

- ⇒ Four (4) years of state-approved teaching experience;
- ⇒ Participation in a two (2) year mentoring program;
- ⇒ Participation in a Beginning Teacher Assistance program (ITW);
- ⇒ Successful participation in a performance-based teacher evaluation;
- ⇒ Completion of four years of approved teaching experience; and
- ⇒ 60 hours of professional development (ETW).

CAREER ADULT EDUCATION & LITERACY (CAEL) certificate is valid continuously for 99 years when individuals meet the following:

- ⇒ The requirements at the IAEL level;
- ⇒ Maintain a local professional development plan; and
- ⇒ Successful, yearly completion of 20 contact hours of professional development which may include college credits:

OR

- ⇒ Two of the three following items:
 - Ten (10) years of AEL teaching experience;
 - A master's degree; or
 - National Board Certification in Adult Education (National Board for Professional Teaching Standards)

CAREER EDUCATION CLASSIFICATION (*formerly Vocational Classification*) refers to certificates granted for use in secondary and post-secondary vocational education programs. Trades and industries, consumer homemaking, occupational home economics, health occupations, marketing education, business education, and agriculture education are some of the subjects included.

- **INITIAL CAREER EDUCATION CERTIFICATE (ICEC)** is valid for four years and may be requested jointly by an educator and employer if the educator has met the general and professional requirements. To advance to the Career level during the valid dates of the classification, a teacher must meet the following requirements:

- ⇒ Participation in a district-provided and approved mentoring program for two years;
- ⇒ Successful completion of 90 contact hours of professional development;
- ⇒ Participation in a Beginning Teacher Assistance program;
- ⇒ Successful participation in a performance-based teacher evaluation; and
- ⇒ Completion of four years of approved teaching experience.

- **CONTINUOUS EDUCATION CERTIFICATE (CCEC)** is valid continually for 99 years dependent upon an individual's meeting the following:

- ⇒ The requirements at the ICEC level;
- ⇒ Successful, yearly, completion of 30 contact hours of professional development which may include college credits; and
- ⇒ Have a local professional development plan

OR



- ⇒ Two of the three following items:
- Ten (10) years of teaching experience;
 - A master's degree; or
 - National Board Certification in the subject area (National Board for Professional Teaching Standards).

CAREER EDUCATION TEMPORARY AUTHORIZATION CERTIFICATE

(CTAC) is a one-year certificate that may be requested jointly by an employer and an individual who has occupational experience in the subject area they wish to teach. It is renewable yearly, and enables a person to teach while completing the necessary requirements for a Career classification.

DOCTORAL ROUTE TO CLASSIFICATION may be requested by an individual who has earned a doctoral degree from a college or university accredited by a regional accreditation agency. The certificate is limited to the major area of the applicant's post-graduate study and must be in a subject area for which there is a Missouri teaching certificate; the individual must also pass a specified test.

ALTERNATIVE ROUTES to entering the teaching profession are available at some colleges/universities for college graduates who have not completed a teacher education program. This certification is offered through an approved college/university and includes specific qualifications for acceptance. It also requires employment with a district prior to being accepted into the college's alternative program.

Please e-mail questions about the educator certification process to:
webreplyteachcert@dese.mo.gov

Note: Persons who hold a Missouri certificate or have a file in process should include their Social Security Number in the inquiry.

Forms are available online at the above website or may be obtained by calling 573-751-0051 or 573-751-3847.



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**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATE REQUIREMENTS FOR ELEMENTARY PRINCIPALS
(GRADES K-8)**

PROFESSIONAL REQUIREMENTS:

- I.** An Initial Administrator Certificate (elementary principal), valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:
 - B.** One (1) of the following:
 1. A permanent or professional Missouri certificate of license to teach;
 - OR**
 1. A baccalaureate degree from a state-approved teacher preparation program;
 2. A recommendation from the designated certification official from a state-approved teacher preparation program which is included on the Application for Initial Missouri Teaching Certificate; and
 3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification;
 - C.** A minimum of two (2) years teaching experience approved by the Department of Elementary and Secondary Education;
 - D.** Successful completion of the building-level administrator's assessment designated by the State Board of Education;
 - E.** Completion of a course in Psychology and Education of the Exceptional Child;
 - F.** Completion of a master's degree in educational leadership from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;
 - G.** Recommendation for certification from the designated official of a college/university approved by the Missouri Department of Elementary and Secondary Education. This recommendation shall be based upon the completion of a planned program for preparation of elementary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the elementary school. The approved graduate credit shall include:
 1. Specific courses (must be separate graduate courses of at least two (2) semester hours):
 - a. of educational administration including components of career and special education;
 - b. Elementary administration;
 - c. Elementary curriculum; and
 - d. School supervision;
 2. Directed field experiences in elementary administration of at least two (2) semester hours; and
 3. Knowledge and/or competency in each of the following areas:
 - a. Instructional management systems;



- b. School law including components of regular/career/special education;
- c. Teaching/learning processes;
- d. Public relations;
- e. Educational measurements;
- f. Student discipline;
- g. School business and facilities management;
- h. Evaluation of teachers;
- i. Administration and coordination of school activities programs;
- j. Instruction in communication skills (reading, writing, spelling, listening, and speaking); and
- k. Administration and coordination of special programs and services

II. TRANSITION ADMINISTRATOR CERTIFICATE

- A. The principal's Transition Administrator Certificate, valid for a period of six (6) years from the effective date of the certificate, will be issued upon completion and verification of the following:
 - 1. Four (4) years of state-approved administrator experience;
 - 2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);
 - a) must complete training addressing mentoring skills, Interstate Leaders Licensure Consortium (ISLLC) standards, and the Missouri Performance Based Principal's Evaluation (PBPE) instrument. Training may be provided by the Administrator Mentoring Program that includes professional associations, regional professional development centers, colleges/universities and DESE.
 - 3. The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development based on Interstate School Leaders Licensure Consortia (ISLLC) standards, or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy or curriculum/instruction, or a combination of credits/professional development.
 - a) Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.), and eighteen (18) contact hours on comprehension and supervision of teaching of reading, and other items identified in the individual's professional development plan; and
 - 4. Successful participation in an annual performance-based principal's evaluation that meets or exceeds the Missouri Performance Based Principal's Evaluation.

III. CAREER CONTINUOUS ADMINISTRATOR CERTIFICATE

- A. The principal's career continuous administrator certificate will be issued upon completion and verification of the following:
 - 1. Completion of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction.
 - 2. Participation in a performance-based principal evaluation;



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3. Participation in thirty (30) contact hours of professional development annually.
- B. The career continuous administrator certificate holder is exempt from additional professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
 1. Ten (10) years of state-approved administrator experience;
 2. An educational specialist or higher degree in educational leadership, curriculum and instruction, or reading/literacy from an accredited college or university; and/or
 3. Certification from a board-approved nationally recognized professional administrator organization.

NOTE: DESE will not evaluate transcripts for administrative certificates.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR SECONDARY SCHOOL
PRINCIPALS (GRADES 9-12)****Notes****I. PROFESSIONAL REQUIREMENTS:**

A secondary principal's certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

A. One (1) of the following:

1. A permanent or professional Missouri certificate of license to teach;

OR

1. A baccalaureate degree from a state-approved teacher preparation program;
 2. A recommendation from the designated certification official from a state-approved teacher preparation program; and
 3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification; and
- B.** A minimum of two (2) years teaching experience approved by the Department of Elementary and Secondary Education;
- C.** Successful completion of the building-level administrator's assessment designated by the State Board of Education;
- D.** Completion of a course in Psychology and/or Education of the Exceptional Child;
- E.** Completion of a master's degree in educational administration, or in a certifiable area recognized in Missouri, from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;
- F.** Recommendation for certification from the designated official of a college or university approved by the Missouri Department of Elementary and Secondary Education. This recommendation shall be based upon the completion of a planned program for preparation of secondary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the secondary school. The approved graduate credit shall include;
1. Specific courses (must be separate graduate courses of at least two (2) semester hours)
 - a. Foundations of educational administration;
 - b. Secondary administration;
 - c. Secondary curriculum; and
 - d. School supervision;
 2. Directed field experiences in secondary administration of at least two (2) semester hours; and
 3. Knowledge and/or competency in each of the following areas:
 - a. Instructional management systems;
 - b. School law;



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- c. Teaching-learning processes;
- d. Public relations;
- e. Educational measurements;
- f. Evaluation of teachers;
- g. School business and facilities management;
- h. Philosophy of vocational education;
- i. Administration and coordination of special programs and service;
- j. Administration and coordination of school activities programs; and
- k. Instruction in communication skills (reading, writing, spelling, listening, speaking). **NOTE:** Missouri requires the completion of a master's degree with a major emphasis in educational administration from an approved college or university. Missouri also requires the recommendation for certification from the designated recommending official of an approved college or university. This recommendation must be part of the Application for Principal's Certificate. Therefore, we are not able to evaluate transcripts for administrative certificates. Completion of all course work and a graduate program must be verified by official transcripts from the college/university.

II. RENEWAL OF CERTIFICATE:

The principals initial certificate may be renewed only one (1) time for five (5) years by earning fifteen (15) graduate semester hours toward a two (2)-year graduate program for secondary principal approved by the Missouri Department of Elementary and Secondary Education. The designated official of the college or university with the approved program shall certify compliance of the requirement. **All requirements for the Advanced Secondary Principal's certificate must be met by the end of the renewal period to upgrade the certificate.**



**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
ADVANCED SECONDARY PRINCIPAL**

Notes

I. ADVANCED CERTIFICATE:

A secondary principal advanced certificate, valid for a period of ten (10) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

- A.** Completion of all the professional requirements listed under the five (5)-year initial secondary principal certificate;
- B.** Completion of a two (2)-year graduate program culminating in an educational specialist or doctoral degree with a major emphasis in educational administration for preparation of secondary principals approved by the Missouri Department of Elementary and Secondary Education; and
- C.** Recommendation for certification from the designated official of the college or university based upon completion of the approved two (2)-year graduate program for preparation of secondary principals.

II. RENEWAL OF ADVANCED CERTIFICATE:

- A.** A minimum of five (5) years experience in school administration during the previous ten (10) years; or
- B.** Individuals who do not meet requirement A for renewal of their certificate shall complete a Professional Development Agreement approved by the Commissioner of Education, which includes graduate courses and/or professional development activities equivalent to six (6) semester hours of graduate credit.



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**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATE REQUIREMENTS FOR SUPERINTENDENT
(GRADES K-12)**

I. PROFESSIONAL REQUIREMENTS:

An **Initial Administrator certificate**, valid for a period of four (4) years from the date of issuance, will be issued to applicants meeting the following requirements:

A. One (1) of the following:

1. A permanent or professional Missouri certificate of license to teach;

OR

1. A baccalaureate degree from a state-approved teacher preparation program;
 2. A recommendation from the designated certification official from a state-approved teacher preparation program which is included on the Application for Initial Missouri Teaching Certificate; and
 3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education (board) for initial certification;
- B. A minimum of one (1) year's experience as a building- or district-level administrator at a public or accredited nonpublic school;**
- C. Successful completion of the district-level administrator's assessment designated by the board;**
- D. Completion of a course in Psychology and/or Education of the Exceptional Child;**
- E. Completion of an educational specialist or advanced degree program in educational leadership and recommendation from the designated official of a college/university approved by the Department of Elementary and Secondary Education. The approved graduate credit shall include:**
1. Foundations of educational administration;
 2. City school administration;
 3. School supervision;
 4. Curriculum construction;
 5. Research and evaluation;
 6. School finance;
 7. School law;
 8. School staff personnel administration;
 9. School/community relations; and
 10. School plant design and operation; and
- F. A recommendation from the designated certification official from a state-approved educational specialist or advanced degree program for the preparation of superintendent; this must be part of the Application for Superintendent's Certificate.**

NOTE: DESE will not evaluate transcripts for administrative certificates.

**II. CAREER CONTINUOUS PROFESSIONAL CERTIFICATE – ADMINISTRATOR****Notes**

- A. The superintendent's Career Continuous Professional Certificate – Administrator classification will be issued upon completion and verification of the following:
1. Four (4) years of state-approved administrator experience;
 2. Participation in one (1) year of district-provided mentoring (during the first year of superintendent experience);
 - a) Mentors must complete training addressing cognitive coaching skills and Interstate Leaders Licensure Consortium (ISLLC) standards. Training may be provided by the Administrator Mentoring Program that includes professional associations, regional professional development centers, colleges/universities and DESE.
 3. The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development based on Interstate School Leaders Licensure Consortia (ISLLC) standards, or eight (8) semester hours of graduate credit toward a doctorate degree in educational leadership, or a combination of credits/professional development;
 - a) Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.) and other items identified in the individual's professional development plan; and
 4. Successful participation in an annual performance-based evaluation.
- B. The career continuous administrator certificate shall be continuous based upon verification by the employing school district that the certificate holder:
1. Participated in a performance-based evaluation; and
 2. Completed thirty (30) contact hours of professional development, or two (2) semester hours of graduate credit toward a doctorate degree in educational leadership, or a combination of professional development and graduate credit each year.
- C. The career continuous administrator certificate holder is exempt from the thirty (30) contact hours of annual professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
1. Ten (10) years of state-approved administrator experience;
 2. A doctorate degree in educational leadership from an accredited college or university; and/or
 3. Certification from a board-approved nationally recognized professional administrator organization.



Notes

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR CAREER EDUCATION
DIRECTOR (GRADES 7-12)**

I. PROFESSIONAL REQUIREMENTS:

An **Initial Administrator Certificate** (career education director) valid for a period of four (4) years from the effective date on the certificate, will be issued to applicants meeting the following requirements:

A. One (1) of the following:

1. A permanent or professional or career education Missouri certificate of license to teach;

OR

1. A baccalaureate degree from a state-approved teacher preparation program;
2. A recommendation from the designated certification official from a state-approved teacher preparation program; and
3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification; and

B. A minimum of two (2) years career education or 7-12 subject area teaching experience approved by the Department of Elementary and Secondary Education;

C. Successful completion of the building-level administrator's assessment designated by the State Board of Education;

D. Completion of a course in Psychology and/or Education of the Exceptional Child;

E. Completion of a master's degree in educational leadership from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;

F. Recommendation for certification from the designated official of a college or university approved by the Missouri Department of Elementary and Secondary Education. This recommendation shall be based upon the completion of a planned program for preparation of secondary principals which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the secondary school. The approved graduate credit shall include;

1. Specific courses (must be separate graduate courses of at least two (2) semester hours)

- a. Foundations of educational administration including components of career and special education;
- b. Career education administration (including adult education);
- c. Career education curriculum; and
- d. School supervision;

G. Directed field experiences in career education administration of at least two (2) semester hours; and

H. Knowledge and/or competency in each of the following areas:



1. Instructional management systems;
2. School law including components of regular/career/special education;
3. Teaching-learning processes;
4. Public relations;
5. Educational measurements;
6. Evaluation of teachers and human resource management;
7. School business and facilities management;
8. Philosophy of regular/career/special education;
9. Administration and coordination of special programs and service;
10. Administration and coordination of school activities programs; and
11. Instruction in communication skills (reading, writing, spelling, listening, speaking).

NOTE: DESE will not evaluate transcripts for administrative certificates.

II. TRANSITION ADMINISTRATOR CERTIFICATE

- A. The Transition Administrator Certificate, career education director, valid for a period of six (6) years from the effective date on the certificate will be issued upon completion and verification of the following:
 1. Four (4) years of state-approved administrator experience;
 2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);
 - a. Mentors must complete training addressing mentoring skills, Interstate Leaders Licensure Consortium (ISLLC) standards, and the Missouri Performance Based Principal's Evaluation (PBPE) instrument. Training may be provided by the Administrator Mentoring Program that includes professional associations, regional professional development centers, colleges/universities and DESE.
 3. The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development based on Interstate School Leaders Licensure Consortia (ISLLC) standards, or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy or curriculum/instruction, or a combination of credits/professional development.
 - a. Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.), and eighteen (18) contact hours on comprehension and supervision of teaching of reading, and other items identified in the individual's professional development plan; and
 4. Successful participation in an annual performance-based principal's evaluation that meets or exceeds the Missouri Performance Based Principal's Evaluation.

III. CAREER CONTINUOUS ADMINISTRATOR CERTIFICATE

- A. The career education director's career continuous administrator certificate will be issued upon completion and verification of the following:



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1. Completion of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction.
2. Participation in a performance-based principal evaluation;
3. Participation in thirty (30) contact hours of professional development annually.

B. The career continuous administrator certificate holder is exempt from additional professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:

1. Ten (10) years of state-approved administrator experience;
2. An educational specialist or higher degree in educational leadership, curriculum and instruction, or reading/literacy from an accredited college or university; and/or
3. Certification from a board-approved nationally recognized professional administrator organization.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR SPECIAL EDUCATION
DIRECTOR (GRADES K-12)****I. PROFESSIONAL REQUIREMENTS:**

An Initial Administrator Certificate (special education director) valid for a period of four (4) years from the effective date on the certificate will be issued to applicants meeting the following requirements:

A. One (1) of the following:

1. A professional certificate of license to teach in an area of special education or student services;

OR

1. A baccalaureate degree from a state-approved teacher preparation program in an area of special education;
 2. A recommendation from the designated certification official from a state-approved teacher preparation program; and
 3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education for initial certification; and
- B.** A minimum of two (2) years special education or student services teaching experience approved by the Department of Elementary and Secondary Education;
- C.** Successful completion of the building-level administrator's assessment designated by the State Board of Education;
- D.** Completion of a course in Psychology and/or Education of the Exceptional Child;
- E.** Completion of a master's degree in educational leadership from a college/university meeting approval of the Missouri Department of Elementary and Secondary Education;
- F.** Recommendation for certification from the designated official of a college or university approved by the Missouri Department of Elementary and Secondary Education. This recommendation shall be based upon the completion of a planned program for preparation of educational leaders which includes at least twenty-four (24) semester hours of approved graduate credit in education courses focused upon administration and supervision of the secondary or elementary school. The approved graduate credit shall include;
1. Specific courses (must be separate graduate courses of at least two (2) semester hours)
 - a. Foundations of educational administration including components of career and special education;
 - b. Special education administration;
 - c. Differentiating instruction in the general education curriculum; and
 - d. School supervision;
 2. Directed field experiences in special education administration of at least two (2) semester hours; and
 3. Knowledge and/or competency in each of the following areas:



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- a. Instructional management systems;
- b. School law including components of regular/career/special education;
- c. Teaching-learning processes;
- d. Public relations;
- e. Educational measurements;
- f. Evaluation of teachers and human resource management;
- g. School business and facilities management;
- h. Philosophy of regular/career/special education;
- i. Administration and coordination of special programs and service;
- j. Administration and coordination of school activities programs; and
- i. Instruction in communication skills (reading, writing, spelling, listening, speaking).

NOTE: DESE will not evaluate transcripts for administrative certificates.

II. TRANSITION ADMINISTRATOR CERTIFICATE

- A. The Transition Administrator Certificate, special education director, valid for a period of six (6) years from the effective date on the certificate will be issued upon completion and verification of the following:
 - 1. Four (4) years of state-approved administrator experience;
 - 2. Participation in two (2) years of district-provided mentoring (during the first two (2) years of administrator experience);
 - a. Mentors must complete training addressing mentoring skills, Interstate Leaders Licensure Consortium (ISLLC) standards, and the Missouri Performance Based Principal's Evaluation (PBPE) instrument. Training may be provided by the Administrator Mentoring Program that includes professional associations, regional professional development centers, colleges/universities and DESE.
 - 3. The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development based on Interstate School Leaders Licensure Consortia (ISLLC) standards, or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy or curriculum/instruction, or a combination of credits/professional development.
 - a. Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.), and eighteen (18) contact hours on comprehension and supervision of teaching of reading, and other items identified in the individual's professional development plan; and
 - 4. Successful participation in an annual performance-based principal's evaluation that meets or exceeds the Missouri Performance Based Principal's Evaluation.

III. CAREER CONTINUOUS ADMINISTRATOR CERTIFICATE

- A. The special education director's career continuous administrator certificate will be issued upon completion and verification of the following:



1. Completion of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction.
 2. Participation in a performance-based principal evaluation, or its equivalent;
 3. Participation in thirty (30) contact hours of professional development annually.
- B.** The career continuous administrator certificate holder is exempt from additional professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
1. Ten (10) years of state-approved administrator experience;
 2. An educational specialist or higher degree in educational leadership, curriculum and instruction, or reading/literacy from an accredited college or university; and/or
 3. Certification from a board-approved nationally recognized professional administrator organization.

Notes



Notes

Certification
Required Professional Development Hours
1 College Credit = 15 PD Contact Hours

Classification	Initial Certification Years 1 - 4		Reactivation	Career Certification Years 5 - 99		PD Exempt Status
Adult Education & Literacy (AEL)	60 total		24 hours plus annual	20 annually until exempt		Two of three: 10 years, next higher degree or national certification
Professional Certification (most core areas & librarians)	30 total		24 hours plus annual	15 annually until exempt		Two of three: 10 years, next higher degree or national certification
Career Education – (formerly vocational)	90 total		24 hours plus annual	30 annually until exempt		Two of three: 10 years, next higher degree or national certification
Administration – superintendent	120 total		24 hours plus annual	30 annually until exempt		Two of three: 10 years, next higher degree or national certification
Administration – principals, special ed. directors and career ed. directors	120 total		24 hours plus annual	30 annually until exempt		Years 11 - 99: Exempt with EdS degree or national certification
Student Services – proposed	40 total		24 hours plus annual	20 annually until exempt		Two of three: 10 years, next higher degree or national certification
Provisional (2 years)	Must complete credits or requirements to move to Initial certification within two years		n/a	n/a		n/a
Temporary (1 year)	Must complete 9 college credits annually		n/a	n/a		n/a

<http://dese.mo.gov/div/teachqual/teachcert/index.html>